

Grant Ranking Rubric

This is an unofficial form provided to GRC members to facilitate systematic review of applications. There is no obligation to use the form, but Humanities Texas staff recommend its use for consistent grant application ranking.

<u>Project Description and Details</u>				
<ol style="list-style-type: none"> 1. Is the program thoroughly conceived and planned? Does the project align with HTX's granting mission? 2. Are the activities clearly described and confirmed? 3. Is the choice of schedule, format, and facilities appropriate to the target audience? 4. Does the applicant clearly demonstrate the need for this project? 5. Does the project address multiple perspectives on the issue(s) at hand? 6. Can its approach be characterized as narrow or rigid? 7. Does the project promote any specific initiatives of HTx? 8. Does the project promote a particular political, religious, or ideological point of view, advocate for a particular program of social or political action, or support specific public policies or legislation? 				
<p><i>Ineligible/Incomplete</i> This program does not align with HTX granting mission and/or occurs outside of an allowable grant period. Activities are incompletely described and inappropriate for target audiences. Program explicitly engages in political and/or social advocacy. .</p>	<p><i>Poor</i> This program somewhat aligns with the HTX funding mission and occurs within an acceptable grant period. Activities are ineffectively or incompletely described. The schedule, format, and/or delivery are not well-suited for target audiences. Topics may be presented with some bias.</p>	<p><i>Sufficient</i> This program aligns with the HTX funding mission and occurs within an acceptable grant period. Activities are sufficiently described. The schedule, format, and delivery are acceptable for their target audiences. Topics are presented without bias.</p>	<p><i>Good</i> This program aligns with the HTX funding mission and occurs within an acceptable grant period. Activities are effectively described. The schedule, format, and delivery are acceptable for target audiences. Topics are presented without bias and show other perspectives.</p>	<p><i>Exemplary</i> This program aligns with the HTX funding mission and occurs within an acceptable grant period. Program is innovative and/or especially meaningful or timely. Activities are expertly described. The schedule, format, and delivery are well-suited for target audiences. Topics are presented without bias and show a range of perspectives.</p>
<u>Audience and Outreach</u>				
<ol style="list-style-type: none"> 1. Are promotional plans adequate and appropriate for reaching the target audience? 2. Are promotional efforts commensurate with the organization's capacity? 3. Is a target audience identified? Does that choice of audience fall within HTX guidelines? 4. Is the program free and open to the general public? If not, are any fees or audiences' restrictions reasonable? 				

<p><i>Ineligible/Incomplete</i> This program seeks to reach an audience that does not align with or fall within HTX funding mission.</p>	<p><i>Poor</i> This program serves only a limited audience. Promotional plans are not fully developed or are inappropriate for target audience. Fees may be unreasonable.</p>	<p><i>Sufficient</i> This program will reach reasonably sized audiences. Promotion plans are acceptable. Fees, if any, are reasonable.</p>	<p><i>Good</i> This program will reach reasonably sized audiences, with at least one target audience identified. Promotion demonstrates commitment to reaching audiences. Fees, if any, are reasonable.</p>	<p><i>Exemplary</i> This program will reach reasonably sized audiences, with at least one target audience identified. Promotion demonstrates careful consideration of audiences and organizational capacity. Fees, if any, are reasonable.</p>
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Project Administration

1. Are administrative and/or technical personnel qualified for their respective roles?
2. Does the application indicate that the applicant organization will be able to implement the project as described and attract/engage participants from its stated target audience?
3. Are the program goals clearly stated, measurable, and achievable?
4. Will the project's plans for evaluation allow the sponsors to determine whether they achieved their stated goals?

<p><i>Ineligible/Incomplete</i> Administrative and technical personnel are not qualified. The application indicates the applicant organization will not be able to implement the program. Program goals and evaluation plan are incomplete or missing.</p>	<p><i>Poor</i> Administrative and technical personnel are not fully qualified. The application indicates the applicant organization may struggle to implement the program. Program goals and evaluation plan are unclear.</p>	<p><i>Sufficient</i> Administrative and technical personnel are adequately qualified. The application indicates the applicant organization may be able to implement the program. Program goals and evaluation plan are acceptable.</p>	<p><i>Good</i> Administrative and technical personnel are satisfactorily qualified. The application indicates the applicant organization will be able to implement the program. Program goals and evaluation are of high quality.</p>	<p><i>Exemplary</i> Administrative and technical personnel are highly qualified. The application indicates the applicant organization will be able to implement the program. Program goals and evaluation are of high quality and show careful consideration.</p>
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The Humanities and the HTx Mission

1. Does the applicant demonstrate a good faith effort to have an advisory committee that represents all parties involved in the project (e.g., scholars, target audience members, community members)?
2. Does the project make effective use of humanities experts and scholarship?
3. Is the project's humanities component designed to meet the intellectual and cultural needs and interests of its target audience?

<p><i>Ineligible/Incomplete</i> This program has no humanities content. Humanities experts are not involved in the program.</p>	<p><i>Poor</i> This program has insufficient humanities content. Humanities experts are not adequately involved, and/or not relevant to the program. The</p>	<p><i>Sufficient</i> This program has sufficient humanities content. Humanities experts are adequately involved, from either in-house or outside organizations, and have</p>	<p><i>Good</i> This program has quality humanities content. Humanities experts are involved, from outside organizations, and have expertise relevant to the</p>	<p><i>Exemplary</i> This program has high quality humanities content. Humanities experts are very involved, from outside organizations, and have expertise particularly relevant</p>
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	humanities content is not well-suited for its audience.	expertise relevant to the program. The humanities content is reasonably suited for identified audiences.	program. The humanities content is suited for identified audiences.	to the program. The humanities content is exceptionally relevant for identified audiences.
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Budget

1. Is the budget accurate, complete, and in line with our guidelines?
2. Is the budget reasonable given the project goals?
3. Is the request reasonable given the resources currently available?
4. Has the project raised any third-party contributions?

<i>Ineligible/Incomplete</i> The budget request does not follow guidelines and is too small/large. There is insufficient cost-share.	<i>Poor</i> The budget request follows guidelines. However, it is unreasonable given stated project goals and does not justify costs. Outside funding/support, if any, is minimal.	<i>Sufficient</i> The budget request follows guidelines. It is reasonable given stated project goals and sufficiently justifies costs. Outside funding sources are acceptable given the program and applicant organization.	<i>Good</i> The budget request follows guidelines. It is reasonable given stated project goals and effectively justifies costs. Outside funding sources are reasonable given the program and applicant organization.	<i>Exemplary</i> The budget request follows guidelines. It is reasonable given stated project goals and expertly justifies costs. Outside funding sources are impressive given the program and applicant organization.
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Preferential considerations

1. The application includes letters of support that demonstrate compelling community/audience support for the project.
2. The organization has never received an HTx grant or has not received one in over five years.
3. The program makes effective use of institutional partnerships to achieve its stated goals.
4. The program will reach an underserved community in the state.
5. The organization is based in a county that Humanities Texas staff have deemed to be recently underserved by the grants program.